

<div>Notice To Vendors</div> <div>This Is Not An Order</div> <div>It Is Merely</div> <div>A Invitation to Bid</div>	<div>State of Louisiana</div> <div>Louisiana Technical College</div> <div>Baton Rouge, District # 2</div> <div>Invitation To Bid</div> <div>SEALED BID</div>	<div>Date: 04/12/06</div>	<div>Bid must be returned by:</div> <div>Date: 05/03/2006</div> <div>Time: 10:00 A.M.</div>			
		<div>Bid 40008-648BR06002</div>				
<div>Name and Address of Vendor (Firm or Individual)</div>		<div>TO THE VENDOR:</div> <div>To be returned on or before date specified above to:</div> <div>LA TECHNICAL COLLEGE - B.R. DISTRICT #2</div> <div>3250 N Acadian Thruway</div> <div>Baton Rouge, Louisiana 70805</div> <div>225-359-9218</div> <div>We reserve the right to accept or reject any or all bids.</div>				
		<div>Darlene L. Helm-Procurement Specialist</div> <div>Requesting Department : GRAPHIC PRINT AREA</div>				
		Quantity	Unit	Item	Unit Price	Amount
The winning vendor is to supply, deliver and complete the following:						
Requesting quote for:						
Installation of (2) Carrier 48PGDM14-A-5 Gas Package Units; (gas package units has been purchase by campus). Installer will need to supply materials and services for the following: Controls: Two (2) smoke detectors mounted in supply air duct of each unit Carrier 33C5220-01 programmable thermostats; all wiring in conduit. Air Purification System: Incorporated radiant catalytic ionization (RCI) which create advances oxidation plasma for control of voc's and odors unit model # 40201 dual 14" probe. Duct Work: Square duct to be galvanized sheet metal with 1" 1.5 lb density duct liner fabricated per smacna tables; round duct to be sheet metal with 2" exterior wrap; last 6 ft. of round out may be flex duct; all exterior duct to be sealed with outdoor iron grip sealant. Supply Air Diffusers: Titus Model TMS; dimensions  Return Air Grille: Titus Model 350FL; dimensions  Gas: Lines to tied in to main mechanical room at domestic hot water heaters and routed to each unit gas cock and drip leg pipe size per manufacturer's recommendations.  Electrics: Install new 100 amp bucket in spare space of existing G.E. distribution center in main mechanical room; run 1/4" conduit with #2 copper wire from distribution center to 1st package unit and install new squared D 100 amp sub panel with (2) 30 amp breakers.  Miscellaneous: Replace (2) existing bathroom exhause fans; provide certified test & balance condensate drains; run to existing down spout drains.		1	job	1		

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		<div>Darlene L. Helm-Procurement Specialist</div> <div>Requesting Department : GRAPHIC PRINT AREA</div>				
		Quantity	Unit	Item	Unit Price	Amount
<div>Installer will need to pour concrete slab for (2) units;</div> <div>deminisions are 4" thick X 5' X 9'.</div>						
<div>NOTE TO VENDOR: A DRAWING WILL BE INCLUDED IN BID</div> <div>PACKET PACKET FOR DUCT LAYOUT.</div> <div>BID PACKET MAY BE REQUESTED FROM PURCHASING</div> <div>DEPARTMENT.</div>						
<div>JOB LOCATION: LTC BATON ROUGE CAMPUS</div> <div>3250 NORTH ACADIAN THRUWAY EAST</div> <div>BATON ROUGE, LA 70805</div>						
<div>NOTE: ALL VENDORS ARE REQUIRED TO MAKE A SITE VISIT</div> <div>TO VERIFY SCOPE AND DETAILS OF PROJECT.</div> <div>SITE VISITS WILL BE DONE ON WEDNESDAY,</div> <div>APRIL 19, 2006 AT 10:00 A.M. AND ON WEDNESDAY,</div> <div>APRIL 26, 2006 AT 10: A.M.</div>						
<div>NOTE: OTHER SITE VISITS MAYBE SCHEDULE UPON THE</div> <div>THE AVAILABILITY OF DISTRICT FACILITY PROPERTY</div> <div>MANAGER.</div>						
<div>NOTE: QUESTIONS REGARDING BID SPECIFICATIONS MAYBE</div> <div>MAYBE DIRECT TO MIKE GASSEN AT OFFICE # (225) 359-9208</div> <div>AND CELL # (225) 614-5039.</div>						
<div>NOTE TO VENDOR: JOB MUST BE COMPLETED BY</div> <div>JUNE 30, 2006.</div>						
<div>SPECIAL NOTE: Vendors can bid other <u>equal quality</u></div> <div>equipment, but it must meet or exceed specifications.</div> <div>Complete factory specifications with full documentation</div> <div>is required on any alternate equipment or the alternate</div> <div>equipment will not be accepted for consideration.</div>						

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	Name and Address of Vendor (Firm or Individual)	<b>Bid</b> 40008-648BR06002			
TO THE VENDOR: To be returned on or before date specified above to:  LA TECHNICAL COLLEGE - B.R. DISTRICT #2 3250 N Acadian Thruway Baton Rouge, Louisiana 70805 225-359-9218 We reserve the right to accept or reject any or all bids.					
Darlene L. Helm-Procurement Specialist Requesting Department : GRAPHIC PRINT AREA					
Quantity		Unit	Item	Unit Price	Amount
NOTICE: We have no facilities for furnishing abstracts of bids; a complete record of all bids is kept on file in this office subject to the inspection of any citizen. Every courtesy will be afford any citizen who is interested in investigating for any purpose the record of State Purchases.			TOTAL		
<b>TO THE VENDOR</b> Advise Delivery On Above As Follows: Deliveries are to be made Monday thru Friday between the hours of 8 a.m. and 3 p.m.	Date Delivery Required: <b>JOB MUST BE COMPLETED BY JUNE 30, 2006</b>		THIS QUOTATION IS SUBMITTED BY		
	Transportation Charges Must be included		Name of Vendor		
	in Your Price Quoted Above Prepaid To: Louisiana Technical College-Baton Rouge Campus		(Firm or Individual)_____		
	The terms are: <b>Net 30</b>		Signature_____		
		Title_____			
		Date Submitted_____			

## SITE VISIT FORM

THIS CERTIFIES THAT \_\_\_\_\_ OF  
(PRINT NAME)

\_\_\_\_\_ DID VISIT THE  
(PRINT COMPANY NAME)

LOUISIANA TECHNICAL COLLEGE AND VIEWED THE SITE

DESCRIBED IN THE BID SPECIFICATIONS ON \_\_\_\_\_.  
(DATE)

\_\_\_\_\_  
Michael Gassen or Mark Vignes  
District Facilities and Property Manger  
Greater Capital Area District II

\_\_\_\_\_  
Vendor Representative

## **SPECIAL CONDITIONS**

**THIS IS A SEALED BID.**

**SEAL BIDS CAN BE MAILED, HAND DELIVER, OR SENT BY COURIER TO:**

**LTC BATON ROUGE CAMPUS  
ATTN: DARLENE HELM/BEULAH CLARK  
3250 NORTH ACADIAN THRUWAY EAST  
BATON ROUGE, LA 70805  
PHONE: (225) 359-9218 / (225) 359-9289**

**BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. LOUISIANA TECHNICAL COLLEGE BATON ROUGE CAMPUS IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.**

**BIDDER IS SOLEY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.**

**BID SPECIFICATIONS AND BID FORMS MAY BE OBTAINED AT THE CAMPUS FISCAL AFFAIRS OFFICE LOCATED AT 3250 NORTH ACADIAN THRUWAY EAST, BATON ROUGE, LA 70805. SEALED BIDS SHOULD BE MAILED OR DELIVERED TO THE SAME LOCATION ON OR BEFORE 10:00 A.M. ON MAY 3, 2006.**

**BID SHEET AND SITE VISIT FORM MUST BE SIGNED AND RETURNED TO LTC BATON ROUGE CAMPUS. ON OUTSIDE OF ENVELOPE, VENDOR MUST INDICATE THAT THIS IS A SEAL BID.**

Standard Terms and Conditions  
Invitation to Bid  
Instructions for Submitting Bids

1. Read the entire bid, including all terms and conditions and specifications.
2. All bid prices must be typed or written in ink. The bidder should initial any corrections, erasures or other forms of alteration to unit prices.
3. This bid is to be manually signed in ink.
4. Bids submitted are subject to provisions of the laws of The State Of Louisiana including but not limited to L.R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; Standard Terms and Conditions; Special Conditions; and Specifications Listed in this Solicitation.
5. By signing the bid, the bidder certifies compliance with all instructions to bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud.
6. Signature Authority: In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:
  - A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary Of State; or
  - An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
  - Other documents indicating authority which are acceptable to the public entity.
7. Bidders must comply with all instructions shown in Invitation to Bid. Failure to comply may result in rejection of bid.
8. Bids forms may be faxed, mailed, or sent by courier to:  
**LTC Baton Rouge Campus, District II**  
**Attn: Beulah Clark/Darlene Helm**  
**3250 N. Acadian Thruway E**  
**Baton Rouge, LA 70805**  
**Phone (225) 359-9289/9218**  
**Fax (225) 359-9300**

LTC District II will not be responsible if bids are not received by deadline.

9. Seal Bids can be mailed, hand delivered, or sent by courier to:

**LTC Baton Rouge Campus, District II**  
**Attn: Beulah Clark or Darlene Helm**  
**3250 N. Acadian Thruway E**  
**Baton Rouge, LA 70805**  
**Phone (225) 359-9218**  
**Fax (225) 359-9300**

Bid will state if solicitation is sealed bid. Sealed bids must be returned in a sealed envelope. LTC District II will not be responsible if bids are not received by deadline.

10. Bid prices must be firm for a period of thirty (30) days from the date of the bid opening to allow for the evaluation if necessary. Louisiana Technical College District II reserves the right to award items separately or in groups or all or non-basis; and to reject any or all bids; and to waive any informalities. LTC District II also reserves the right to cancel the contract for poor performance, lack of funding, or other justifiable reasons.
11. Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.
12. If bidding other than as specified above, illustrations and descriptive literature must be submitted with bid, and such literature must be sufficient to completely evaluate the product bid with regards to all of the specifications of the invitation to bid. Failure to do so may cause bid to be rejected.
13. All items bid must carry a full warranty on all parts, labor, materials, and freight of at least twelve (12) months from the date of agency acceptance of the delivery and/or installation(s).
14. If the vendor fails to make delivery with a satisfactory time period, Louisiana Technical College District II reserves the right to cancel the order for the item(s) or service(s) and to purchase them elsewhere, charging the increase in price and cost of handling, if any, to the vendor making the original unsatisfactory or late delivery.

15. If the item(s) bids do not fully comply with specifications (including brand name and/or product number), bidder must state the ways in which the item (s) deviate. Failure to note exceptions on the bid form or misinterpretation of the bid will not relieve the successful bidder from supplying the actual product (s) or service (s) requested.
16. Indicate any cash discount for prompt payment if made within thirty (30) days. Cash discounts for less than 30 days or less than 1% will be accepted, but will not be considered in determining awards. Discounts should be noted on bid form in the terms section.
17. Contractor assumes no liability for accidents to persons or property except those directly due to the negligent acts or omissions of Contractor or his employees. Throughout the term of this contract, Contractor shall at its cost maintain insurance and provide the owner with current certificates of insurance for limits of liability as follows: (Furnish copies of each policy to the owner.)
- Compensation Insurance: The contractor and subcontractors shall take and maintain during the life of the contract Workman's Compensation Insurance for all of their employees employed at the site of the project. In case any class of employees engaged in hazardous work under the Workman's Compensation Statute, the contractor and subcontractor shall provide Employer's Liability Insurance for the protection of their employees not otherwise protected.
  - Public Liability and Property Damage Insurance: Comprehensive Public General Liability Insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.
  - Licensed and Non-Licensed Motor Vehicles: The contractor shall take out and maintain during the life of the contract, Automobile Public Liability Insurance in an amount not less than combined single limits of \$500,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.
  - The successful vendor may be required to execute and deliver to the Louisiana Technical College District II Campus specified in bid within (12) after receipt of formal notification of awarding of the contract, a performance bond in an amount equal to the contract sum. A performance bond from a surety or insurance company currently on the U.S. Department of The Treasury



Financial Management Service List of Approved Bonding Companies which is published annually in the Federal Register, or by a Louisiana Domiciled Insurance Company with at least an A-Rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana Residents and is licensed to write Surety Bonds.

- In addition, any performance bond furnished shall be written by surety or insurance company that is currently licensed to do business in the State of Louisiana.
  - The bond must be received with twelve (12) working days from the date of notification.
  - If the bond is not received within this period of time, The Louisiana Technical College District II reserves the right to award to the next acceptable low bidder, or to reject all bids and re-advertise; whichever is the best interest of Louisiana Technical College District II.
18. Indicate on bid form the amount of time needed to delivery an order, or the amount time needed for services renders, or the amount of time needed for installation of equipment. Desire time of delivery for LTC District II Campuses is 30 days after award date.
19. Vendor is responsible for including all applicable taxes in the bid price. State Agencies are exempt from all State and Local Sales and Use Taxes.
20. Vendor is responsible for adding all shipping and handling charges in bid prices.